



The

House Special

VOLUME XI

JANUARY 1991

No. 1

PHYSICAL PLANT & OPERATIONS COMMITTEE Ed Eng, Chairman

The December meeting of the Physical Plant and Operations Committee (PPOC) was held on Thursday, December 8 at 8:00 p.m. There were 18 people present, including one member of the Board of Directors and the General Manager.

The minutes of the November PPOC meeting were accepted after a correction. A sentence was added that any final landscaping plan would be submitted to the PPOC for approval.

The PPOC representative to the Board of Directors at its November meeting made his report of that meeting. Basically he covered the regular Condo fee and special assessment for 1991. The former will increase by 9.4%, and the latter will remain as is. The special assessment for 1991 will cover the \$83,000 shortfall on Phase 2. Any funds left over from the special assessment at the end of 1991 will be applied toward the special assessment for 1992.

A sub-committee of the PPOC was working with the General Manager (as of the date of this meeting) to review bids on the last phases of the balcony repair project. No final decision had been made.

A group of PPOC members and others viewed a demonstration installation by Media General in a three bedroom unit. Everyone was pleased with the quality and appearance of the installation. No cable was visible except in closets. Media General is still trying to get permission from the Plaza to tap into their cable for Skyline House. The Plaza does not
(continued next page)



HAPPY NEW YEAR!

PHYSICAL PLANT (continued)

want to grant an easement, but may give a license. The alternative is to run a cable from King Street along George Mason Drive. This would require permits from Fairfax County and the State, however.

No further progress has been made on the front desk manual. Kidde Consultants have inspected the garage decks, but there was no report. The General Manager is still investigating the feasibility of painting the anodized aluminum balcony railings and doors. Tree replacement will take place next Spring. The General Manager is still looking for a qualified surveyor who will survey the property for a reasonable fee.

The issue of speed bumps was again brought up, discussed, and shelved pending receipt of more factual information.

There followed a discussion of the high electric bill. Mr. Fenton believed there was something remiss and that the bills were not truly representative of normal electric use. A sub-committee has been formed to assist the General Manager in looking into this further. NOTE: Mr. Fenton announced at the December Board meeting that he had uncovered a major cause of excessive electrical usage. Due to improperly set controls by Smith, the cooling and heating mechanisms were fighting each other at certain times of the year. This has been (or will be) corrected, and Skyline House will not have to pay for this waste of electricity. Not only that, but Virginia Power is going to give us a substantial refund for past waste which was not the fault of Skyline.

There was general agreement that the contractor who serviced the swimming



pool in 1990 did an unsatisfactory job, and that he should be replaced. The contractor who performed the annual window washing also did a poor job, and was very indifferent about correcting his deficient work. So far he has not been paid. We may be getting window washing and repair service available to individual units as part of the in-unit maintenance program. The in-unit maintenance program is working very well. For \$95, two workers spend about an hour performing a comprehensive check and replacing some items. A discussion followed on the advisability of having management inspect all units periodically for worn or damaged hoses which may break and cause water damage to other units. There was a suggestion that periodic replacement of hoses in all units be instituted, with the cost borne by condo fee funds. Whenever the issue of mandatory entry into units by management arises, the legal and moral issue of individual right to privacy versus the common good arises. The outcome was that the Chairman of the PPOC is going to draft a proposal for regular maintenance inspections of hoses in all units, to identify those which look as though they are ready to break or leak, thus causing water damage to other units. He will submit his proposal to the PPOC at its January meeting.

A member has drafted a check list for unit safety and security while left unoccupied for a period of time. It will be submitted to the Security Committee for its comment and suggestions. It may then appear in the House Special.

There was discussion of a proposed double-door entrance built on the outside of the present entrance to

(continued on page)

THE HOUSE SPECIAL



Editor: Tony DiSalvo

Asst. Editor: Nancy DiSalvo

Advertising: Tony DiSalvo, 502-E
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LETTERS TO THE EDITOR: THE HOUSE SPECIAL welcomes brief comments from readers. Please limit your letters to 250 words. The letter shall be signed and contain the unit number. The Condominium Association Board reserves the right to refrain from publishing incorrect or improper statements.

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SECURITY AND SAFETY COMMITTEE
Rob Sherrer, Chairman



Ten residents attended the December committee meeting. Pursuant to a request from the Physical Plant and Operations Committee (PPOC), we discussed a position taken by that committee, for recommendation to the Board, that residents who feel that having the words "Skyline House" printed on the new parking decal could be a security risk be permitted to cut those words off of the decal. The committee fully supported the PPOC's position. We also reviewed the PPOC's excellent checklist of electrical, plumbing, and general safety measures for safeguarding one's unit during an extended absence. This was scheduled to be published elsewhere in this issue.

A burglary in a first floor unit in the West Building was reported on December 4. The resident had been at work during the day. Jewelry and several other items of value were reported missing. The police investigated upon being called by the resident and took fingerprints. The incident is under investigation by the criminal investigation unit of Fairfax County Police Department.

As happened in the first week in November, someone entered the exercise facility and turned the sauna and steam room on "full blast." However, unlike the earlier incident, which was discovered before serious damage occurred, this time damage was extensive. Water tumbled down through the floor/lobby ceiling. A new lock was installed after the first incident, so it is puzzling how someone could have gained unauthorized entrance. Management has closed down the

facility and discontinued the electrical wiring. Residents are asked to report any suspicious actions of persons in or on Skyline House property.

While, as of this writing, we have escaped snowy, icy driving conditions this winter, we are likely to see them in the next two or three months. Residents are reminded to drive especially carefully while entering (particularly when making the right turn at the bottom of the entrance road between the Plaza and House) and exiting the parking garage and negotiating the roadway to the main lobby. Be especially careful of pedestrians who may be walking more in the center of the roadway for better footing at a time when drivers have less control of their vehicles.

As we head into a new year, members of the committee thank you for your support in helping to make Skyline House such a nice place to live. We look forward to continuing present friendships, making new ones, and renewing old ones. We hope 1991 is a wonderful year for you and those so very special to you.

COMPUTERS FOR CLASSROOMS

Please don't forget, I am still collecting register receipts from Giant Food, Safeway and Thriftway, in order for my school to earn computers for computer equipment. Wont you please leave your receipts for me in my box at the front desk.

Thank you

Melissa Stolarun
1405 West



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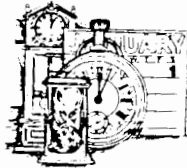
The Check List

1. Check operation of and drain Hot Water Heater.
2. Check and clean heat and cooling Coil system.
3. Clean Condenser returns and apply application of Condenser Cleaner.
4. Replace all filters.
5. Check all heat pump and washer hoses.
6. Check all valves.
7. Tag all Water System Valves.
8. Check all bathroom and kitchen plumbing fixtures.
9. Check condensate return line.
10. Test Unit smoke alarm(s).
11. Adjust Heat Pump condenser water valves, as required.
12. Check front and balcony doors.
13. Check and adjust Fluidmasters.
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FINANCIAL MANAGEMENT AND
ADMINISTRATION COMMITTEE
By Committee Members



The Financial Management Committee had their regular monthly meeting on Tuesday, December 11 in the West Card Room. Eight committee members and the General Manager attended.

The temporary chairman reviewed the 1991 Board approved budget, completion of the review and filing of the 1980 through 1989 invoices, records and correspondence, and the Board approved revised committee charter.

All invoices and supporting documents for January 1990 through June 1990 were reviewed, separated and placed in vendor files at a committee work session on December 10, 1990. The review and filing of the invoices and supporting documents for July 1990 through October 1990 will be completed by the first week in December. The majority of the work was completed at a committee work session on Monday, December 7, 1990. This brings the committee up-to-date on the review and processing of the financial documents and records and allows a return to financial oversight by the committee on a current month to month basis.

The committee is in the process of evaluating and selecting, for Board approval, an independent auditor to perform the 1990 audit of the association's financial records and condition. This review is being performed in cooperation with the Treasurer and General Manager.

Two unit residents, Joe Ann Suter and Howard Whang, have expressed an interest in the Financial Management Committee and we hope they are able to find the time and continued interest to become full time committee members. As we will not

have a regular monthly meeting in January, we hope to see them at the February meeting, the second Tuesday of the month, February 12, 1991.

The temporary chairperson has stepped down as chairperson of the committee. Acceptance as temporary chairperson was based on the completion of all projects in progress at the time and which have now been accomplished. Due to the individual extenuating circumstances, the present members of the committee are unable to accept the position of permanent chairperson of the committee. A temporary solution was approved by the committee members and placed in motion whereby a member will act as chairperson for one month with a co-chairperson assisting for that month. The co-chairperson will then act as chairperson for the next month. In addition one member of the committee will act as an alternate committee contact. Wayne Krumweide will act as chairperson for the months of January and February (there will be no January 1991 regular meeting) with Sophie Anderson as co-chairperson during the period and as chairperson for the month of March. Liza Ruiz will act as the alternate contact for the committee.

The committee members are looking for unit owners or non-owner residents who are interested in participating in the financial oversight of the Skyline House Unit Owners Association. This includes a major responsibility in reviewing and submitting a proposed budget to the Board for approval. The budget determines how and what we spend it for which in turn translates into the condo fee each unit owner must pay each year. It is your money so why not help determine how much and what for. If interested, let a committee member know.

RECREATION COMMITTEE

Carroll Thompson, Chairman



Each year Skyline House residents tells us that the Holiday Party was the best one. The Committee really appreciates the enthusiasm expressed by the party goers. The December 8th Holiday Party was certainly well attended. Everyone enjoyed the various hor d'oeuvres, turkey, ham, cheese and a variety of sweets as well as the champagne.

Stephanie Guggenheim, one of our regulars, baked the turkey and presented it to the committee for the buffet table. Bette Stolarun provided favors for the ladies. We thank both Stephanie and Bette and all others for their contributions that helped make this another successful evening.

January TGIF will be in the East Party Room on Friday, the 4th of January. By that time, residents should have recuperated from the holidays and be ready for New Year conversations with one another.

Saturday, February 16th will be the Valentine TGIS. The Saturday TGIS have been very successful with a number of residents who are unable

to make it on Friday night. March is the month for the Annual Italian Dinner Night. Watch for the date and make your reservations early.

Your recreation committee wishes each of you a very Happy New Year. Join us and help make Skyline House a better place in which to live.

The next committee meeting is January 9 in the West Card Room at 7:30 p.m.



RECREATION COMMITTEE COMING EVENTS

Jan 4 TGIF,
East Party Room, 6:30 p.m.

Jan 9 Recreation Com. Mtg.
West Card Room 7:30 p.m.

Feb 13 Recreation Com. Mtg.
East Card Room 7:30 p.m.

Feb 16 Valentine TGIS
West Party Room, 6:30 p.m.

Mar 13 Recreation Com. Mtg.
East Card Room, 7:30 p.m.

Mar Italian Dinner Night



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ELECTION TO THE BOARD OF DIRECTORS

SKYLINE HOUSE - 1991

ON TUESDAY, MARCH 26, 1991, AN ELECTION WILL BE HELD TO ELECT TWO UNIT OWNERS FOR TWO YEAR TERMS, EXPIRING IN MARCH, 1994 AND TWO UNIT OWNERS FOR ONE YEAR TERM, EXPIRING IN 1992, AS MEMBERS OF THE BOARD OF DIRECTORS OF THE SKYLINE HOUSE UNIT OWNERS' ASSOCIATION, INC.

THE NOMINATIONS COMMITTEE IS ENCOURAGING RESIDENTS WHO ARE INTERESTED TO SUBMIT AN APPLICATION FOR NOMINATION TO THE BOARD OF DIRECTORS. APPLICATIONS ARE AVAILABLE AT THE FRONT DESK.

IF YOU PLAN ON RUNNING FOR THE BOARD, OR IF YOU KNOW SOMEONE WHO IS INTERESTED, PLEASE MAKE SURE THAT THE APPLICATIONS ARE SUBMITTED PROMPTLY. (NO LATER THAN FEBRUARY 22, 1991)

IF YOU HAVE ANY QUESTIONS CONCERNING THE NOMINATION PROCESS, PLEASE FEEL FREE TO CALL:

MILLIE FOLEY, CHAIRPERSON COVENANTS COMMITTEE

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COVENANTS COMMITTEE
Millie Foley Chairperson



The meeting was held on November 29, in the West Card Room with 13 persons present.

Fourteen vehicles were towed in October.

Violations and complaints were one vehicle speeding and no lights; slamming of door in a Unit; flammable materials in storage room, and two complaints on employees.

Discussion was held regarding pets in the building. RESIDENTS ARE REMINDED THAT THE RULES AND REGULATIONS OF SKYLINE HOUSE PROHIBIT PETS ON THE PREMISES, AND IT IS THE RESIDENT'S RESPONSIBILITY EVEN IF SOMEONE IS VISITING A RESIDENT. RESIDENTS SHOULD ADVISE THEIR VISITORS OF THIS RULE.

Next meeting is January 17, West Card Room.

COMMUNITY RELATIONS COMMITTEE
Sophie Anderson, Chairperson



The Community Relations Committee (CRC) meets on January 2, 1991 in the West Card Room. We welcome your ideas for the coming year. We hope to keep busy with a variety of programs throughout the year.

CRC invites all residents to a Financial Planning Seminar on Tuesday, January 22, 1991 at 7:30 p.m. in the East Party Room. This free presentation will be given by Mr. Bill Creveling, a certified financial planner for Investor Diversified Services. This program will be of great help for those planning for retirement, enjoying retirement, and seeking income tax strategy for the new year.

Also planned are CPR courses. This will be by signing up beforehand. Watch the bulletin board for our announcement.

CRC extends sincere good wishes for the New Year - Let there be peace!

LETTERS TO THE EDITOR



Dear Editor:

Nancy and Tony DiSalvo have not only been good neighbors--they have also been good citizens of our Skyline House community. For five years they have kept all of us informed through their editor-ship of The House Special. I'm sure all of you join me in expressing heartfelt appreciation to the DiSalvos and much success in their future endeavors.

Rebecca Cofman
503E

THANK YOU



Carroll Thompson, Chairman, Recreation Committee always makes a point to publicly thank the members of his committee and others who assist in Recreation Committee activities but no one has an opportunity to publicly thank Carroll. Thank you Carroll for a beautiful job in decorating the Party Room for the December 1990 Holiday Party. Carroll decorates the Party Room for all the Committee activities but he shines when he does the Valentine TGIF, the Annual Birthday TGIF, etc., etc.



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PHYSICAL PLANT (continued)

the West Building lobby. It will afford residents protection from the elements while unlocking the inner doors, and will keep leaves, snow and wind from entering the inner lobby.

It was agreed that a walkway from the West Building lobby to the far west guest parking area should be included in the new landscape plan. This will necessitate relocation of the sprinkler system (which needs extensive repair or replacement anyway), and changing the type and location of the trees. It was agreed that this walkway will be of poured concrete.

Finally, certain parking related issues were discussed. Some

*Happy
New
Year!*



residents object to the words "Skyline House" on the new parking decals for security and privacy reasons. NOTE: At the Board meeting in December, the General Manager agreed that residents may cut the identifying words off the decals, and that the next generation of decals will not have "Skyline House" on them. Comments were made on Plaza residents and guests parking in our resident and guest parking spaces in the East parking lot. It was suggested we change our signs so they don't look like the Plaza signs. It was also suggested that for safety, arrows be painted on the driveway to designate two-way traffic flow. There will also be caution signs on all common area doors that pose collision possibilities.

Management Quips

At the last Board meeting it was voted not to allow CARPETING on the balconies. We will be requiring that all carpeting be removed from all balconies as soon as possible. The East building carpeting is scheduled to be removed starting in March for the restoration contract and the North side of the West building for inspection. Carpeting may be stored in the East storage room for the time being.

UPDATE

Recycling has arrived at Skyline House. We should be processing newspapers by the fifteenth of January. At the present time it is limited to newsprint. Shortly thereafter we will be adding cardboard and other paper products. Not all newspaper can be recycled. The recycling plant, located on Eisenhower Ave in Alexandria, does not accept glossy paper. The Sunday papers have a large amount of glossy paper particularly in advertising inserts. This glossy paper must be disposed of the regular way, placed in a sealed trash bag, either dropped down the trash chute or taken to the first floor trash room in each building.

Provisions will be made for residents to leave their recyclable newspaper in the loading dock trash rooms. The newspaper itself should be packaged in paper bags... no plastic ... Recycling is mandated by Fairfax County as well as being a worthwhile environmental and economically sound procedure. The newspaper recycled will result in a net savings, as the recycling plant pays \$ 5.00 a ton to the deliverer rather than charging \$43.00 a ton disposal. Considering the weight of the Post, etc, we estimate 5-6 tons per month of recycled paper. We have been advised that the chemicals in newsprint are a repellent to rodents and insects. Please, everyone participate in this project.

Trivia

Disposal of Christmas trees, wreathes and/or decorations: Please don't dispose of these items via the trash chutes, trash rooms, halls stairwells or grounds. These items are COMBUSTIBLE, and special care must be used in their disposal. PLEASE CALL THE FRONT DESK FOR DISPOSAL. PORTERS WILL BE AVAILABLE WEEKDAYS FROM 9:00 AM TILL 8:00 PM TO TAKE THESE ITEMS FROM YOUR UNIT, SUBJECT TO THE FOLLOWING.

- 1.) Resident must be home.
- 2.) Trees must be stripped of all decorations and removed from holder.

If you choose to dispose of your own tree or other CHRISTMAS DECORATIONS, please place them in the dumpster behind the West Building loading dock. The dumpster will be available till approximately the third week in January.

STORAGE BINS

Any items left outside the confines of storage bins will be considered abandoned and will be disposed of on a regular basis. All bins should have a padlock. For safety reasons gasoline, vapor producing materials and plants should not be kept in these bins.

Employee Holidays - 1991

New Years Day	January 1, 1991
Presidents Day	February 18, 1991
Martin Luther King Day	February 21, 1991
Memorial Day	May 27, 1991
Independence Day	July 4, 1991
Labor Day	September 2, 1991
Thanksgiving	November 28, 1991
Day after Thanksgiving	November 29, 1991
Christmas	December 25, 1991

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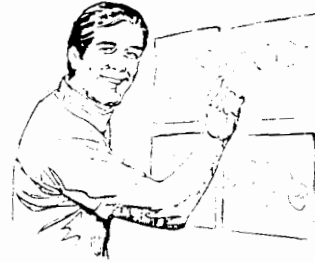
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MANAGEMENT QUIPS (continued)

Skyline House Work Statistics

The following is a recap of selected statistics applicable to August, September, October and November 1990.

	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>
(a) # of Maintenance Log Entries	56	62	72	75
(b) # of Secretarial Service calls	195	74	144	33
(c) # of Maint. Work Orders - Association	248	170	189	298
(d) # of Maint. Work Orders - In Unit	NA	184	305	270
(e) # of Residents signed in - no key	496	304	267	91
(f) # of Guest Parking Passes issued	3,758	1,775	2,634	3,963
(g) # of Visitors signed in and announced	4,952	3,307	3,782	4,884
(h) # of Vehicles towed	4	3	14	4
(i) # of K Pounds of trash - Gross	NA	84	78	61
Pounds - per unit		155	140	110
Cost / Unit \$	NA	4.86	5.03	3.42

JEFFERSON HOSPITAL VOLUNTEER PROGRAM Fairfax Hospital System

Jefferson Hospital, located near the intersection of Beauregard and Route 7, is seeking volunteers to provide support services to patients which contribute to the delivery of health care for patients and to the related well-being of their families.

Anyone interested in participating are requested to contact Beth Lehman-Marzullo, Director of Volunteer Services at 998-4973.

GIANT FOOD SHUTTLE BUS

For your convenience, GIANT FOOD is continuing to operate a free shuttle bus service on TUESDAYS AND FRIDAYS, from 9:30 a.m. to 12:30 p.m. Continuous round trips will be made between the Skyline buildings and the Giant Food store in Baileys Crossroads approximately every 30 minutes.

Shuttle starts at 9:30 a.m. at Skyline Towers, to Skyline Square, to SKYLINE HOUSE, Skyline Plaza and then to the Giant Food store. The bus will be properly identified.

We do thank Giant Food for this service. A number of Skyline House residents take advantage of this service twice weekly service.

NEWCOMERS ORIENTATION

New residents that have moved into Skyline House and have not availed themselves of the Community Relations Committee Newcomers Orientation Tour that encompasses their unit and other facilities of Skyline House, please leave your phone number and unit # for Tony DiSalvo (502E) at the Reception Desk or call 824-1958. You will be contacted and arrangements for an orientation will be made.

NOTES FROM THE BOARD
By Dave Harvey



The Board of Directors of Skyline House met on November 27, 1990 in the West Card Room. There were about 25 visitors present. The President, David Tilson, gave his report. He announced that the Notice to Appeal had been filed on the warranty lawsuit with the developer of Skyline House. The Treasurer, Ed Bisgyer, then gave his report. He reported that in October two T-bills were rolled over for a total of \$75,000. Skyline House investments total \$1.35 million all in US Treasury bills or notes. The Treasurer's report was accepted by the Board.

Don Fenton then gave the General Manager's report. He reported that Fairfax County now requires Skyline House to participate in recycling of newspapers. This means that, once the system is set up, residents will be required to bring their newspapers to either the West or East loading docks for later pickup. The recycling program will get underway no later than January 1, 1991. We are experiencing a drastic unexplained increase in electric utility bills. Management is working closely with Virginia Power to uncover an explanation for the abnormal electrical usage. Parking decals have been received and are available at the front desk to residents. Short term parking behind the West and East Buildings is available to residents who display a valid Skyline House Parking decal; all others will be towed without notice. Since July of this year we have had at least 4 washing machine hoses burst in residential units in both buildings resulting in considerable damage to other units. Management suggests that all residents replace their washing machine hoses by July 1,



1991 unless they have done so after July 1, 1988.

Under new business, the 1991 Budget was approved. A status report on the Balcony/Spandrel Restoration Contract for 1991 was discussed. Based on that report and the proposals received, the special assessment amounts for this project will remain at the 1990 level. There was some discussion on the Skyline House Employees' Holiday Fund and the relationship, if any, with normal year end compensation to employees. The Board passed a resolution stating that compensation to employees from Skyline House at year end would in no way preclude residents from voluntarily participating in the Holiday Fund for employees and that Management will provide whatever assistance is required to implement the Holiday Fund.

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